



AGENDA ITEM:

SUMMARY

Report for:	Finance and Resources Overview & Scrutiny Committee
Date of meeting:	6th March 2018
PART:	1
If Part II, reason:	

Title of report:	Quarter 3 Performance Report – Legal Governance and Democratic Services
Contact:	<p>Cllr Neil Harden, Portfolio Holder for Residents and Corporate Services</p> <p>Author/Responsible Officers:</p> <p>Mark Brookes (Solicitor to the Council)</p> <p>Jim Doyle, Group Manager (Democratic Services)</p>
Purpose of report:	To provide Members with the performance report for quarter three in relation to Legal Governance and Democratic Services.
Recommendations	That Members note the report.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u> None.
'Value For Money Implications'	<u>Value for Money</u> Monitoring Performance supports the Council in achieving Value for Money for its citizens.
Risk Implications	Risk Assessment completed for each service area as part of service planning and reviewed quarterly.

Equalities Implications	Equality Impact Assessment completed for each service area as part of service planning and reviewed quarterly.
Health And Safety Implications	None
Consultees:	Cllr Neil Harden, Portfolio Holder for Residents and Corporate Services
Background papers:	Annex 1: Quarter 3 Performance Report Annex 2: Quarter 3 Operational Risk Register

1. Members will find attached to this report the Corvu performance data for Legal Governance and Democratic Services, together with the Operational Risk Register, in relation to quarter 3 of 2017/18.
2. Members will also note that the only Operational Risk which falls within this area is CE_R01 Failure to deliver successful elections.

LEGAL GOVERNANCE

The Legal Team

3. The Legal Team frequently represent the Council in the courts and tribunals, leading on injunctions, prosecutions and defending employment tribunal cases and judicial review proceedings. In the last quarter the Legal team presented the following cases in court:-
 - Obtained two closure orders for properties in Berkhamsted to prevent anti-social behaviour (drug use) from continuing, both cases featured on the front page of the gazette.
 - Successfully prosecuted a driver for operating without a private hire licence. Sentenced to £250 fine and £30 victim surcharge.
 - Settled one employment tribunal claim against the Council.
4. The team have been active completing a number of planning and conveyancing transactions bringing significant income into the Council. In the last quarter there were over 120 new instructions actioned which were a mixture of new leases, licences, contracts, right to buys, and S.106 planning agreements.
5. Nargis Sultan (Lead Litigation Lawyer) joined the team in February and replaces Barbara Lisgarten (Legal Governance Team Leader) who left in December. Nargis will lead the team which deals with criminal and civil litigation.

The Licensing Team

6. The last quarter was very much business as usual with no significant service developments to report.
7. The new Licensing Team Leader (Nathan March) will be joining the Council on 15th March from Chiltern District Council.

DEMOCRATIC SERVICES

Elections/Electoral Registration

8. Quarter 3 has been spent carrying out the annual canvass. Rolling registration was frozen and all electors were updated in order to publish the register on the 1st of December 2017. This was successfully completed and we had a return of 90% of the 63,896 Household Enquiry Forms (HEF) which were sent out to all properties across Dacorum. Reminder forms were issued and then followed up with personal canvasser visits.

Canvass figures

Household Enquiry Forms returned: 57,492
Manual amendments made: 8,955
Total number of No change responses: 47,683
No changes received in the post: 15,056

Individual Voter Registration responses: 32,627
Telephone: 8,442
Text: 4,408
Internet: 19,777

Electorate as at 1/12/17: 112,880

9. **Kings Langley Parish Poll**

A Parish Poll was organised in Kings Langley and held on the 14th of December 2017 to ask residents if they believed the green belt in and around the parish should be developed, as being considered in the Dacorum Local Plan 2017 consultation.

The total number of votes received was 1375, which was a 33.84% turnout. There were 1360 who voted NO to the green belt being developed and 13 who voted YES with 2 spoilt papers.

10. **HMP The Mount prisoner council election**

A prisoner council election was held at HMP The Mount on the 19th of December 2017, which is the 18th of its kind. The election was run by Userveice and supported by DBC. The purpose was to elect prisoners to an internal council. All prisoners were invited to vote and Electoral Services

carried out the count and ensured it was carried out in a fair and accurate manner.

Member Support Services

11. During Quarter 3, in addition to helping to organise the election and Parish Poll, Member Support managed the business as usual and carried out the following:

- Published 21 agenda
- Completed 18 sets of minutes
- Spent 42.5 hours at evening meetings
- Processed 52 public speakers at Committee
- Published 3 Portfolio Holder Decisions
- Published 5 Officer Decisions
- Spent 1 hours 20 minutes at daytime meetings

Town & Parish Liaison

12. During the quarter the following were supported:

- 1x Organised and Chaired the Town & Parish Clerks Meeting
- Mayor's visits to Nash Mills Parish council and Chipperfield Parish Council
- 2x Community Association Meetings
- Visited the Ambulance Station with the Mayor
- Organised and attended the Town & Parish Council Conference
- Visits to Bennetts End Community Centre and Highfield Community Centre with the Mayor
- Facilitated the Community Action Dacorum AGM

13. The Corporate Support Team, which includes Directorate Support, the print and post room and also deals with customer complaints has transferred from the Performance, People and Innovation Team. The 'new' Corporate Support Team will combine with Members Support to provide greater resilience and efficiencies going forward and will be led by Cassie O'Neil at Team Leader Level and Jim Doyle at Group Manager level. Any performance matters and service developments in that area will therefore be reported in this report going forward.